

**Indiana Housing and Community Development Authority (IHCDA)
2011-2012 Neighborhood Assistance Program (NAP)
CLOSE OUT REPORT**

Organization:	
Program Number:	NP-011-
CEO:	
Contact Name:	
Phone Number:	
Mailing Address:	
E-Mail Address:	
Counties Served:	

Signature of Authorized Signatory

Date

Section A. Utilization of Tax Credits

Original NAP Tax Credit Allocation:	
Total De-Allocation:	
Total Re-Allocation:	
Total Tax Credits Sold During NAP 2011-2012 Fiscal Year:	

Total Tax Credits Sold by Mid-Year Report (January 9, 2012):	
Total Tax Credits Sold by Year-End Report (June 30, 2012):	

Section B. Project Progress Report

Please complete Section B with information to accurately represent your activity. The questions and tables below are set up so that every organization has a place to show the outcomes of their activity. Therefore, some questions and tables will be left blank.

1(a). Primary Activity – Services or Affordable Housing

<i>Please double-click the box to see the service selections</i>	Beneficiaries Served During NAP FY 2011-2012:	Percentage Increase from Previous Year in Beneficiaries Served:
Primary Service:		

1(b). Was the number of actual beneficiaries for each of your services what your organization had anticipated for the NAP 2011-2012 Fiscal Year?

Yes ☐ No ☐ N/A ☐

If no, please provide an explanation.

2(a). Primary Activity – Affordable Housing, Rehabilitation, Revitalization, Emergency Food Assistance

Number of New Housing Units Completed During NAP FY 2011-2012:		Percentage Increase from previous year:
Number of Rehabilitated Units Completed During NAP FY 2011-2012:		Percentage Increase from previous year:
Number of Revitalized Units or Buildings in Community During NAP FY 2011-2012:		Percentage Increase from previous year:
Number of Buildings Newly Constructed or Expanded To Date During NAP FY 2011-2012:		Percentage Increase from previous year:
Emergency Food Assistance During NAP FY 2011-2012:	Pounds of Food Distributed	Percentage Increase from previous year:
	Number of Meals Served	Percentage Increase from previous year:

2(b). Was the number of units/buildings constructed or emergency food assistance provided what your organization had anticipated for the NAP 2011-2012 Fiscal Year?

Yes ☐ No ☐ N/A ☐

If no, please provide an explanation.

3. Primary Activity – Counseling Services or Educational Assistance if applicable:

Please complete this table if the purpose of the NAP activity was to decrease the “student” to “teacher” ratio. “Student” to “teacher” is used in a broad sense and may refer to counselor to child, case manager to individual, etc. depending on your activity.

“Student” to “Teacher” Ratio at the beginning of NAP Fiscal Year:	
“Student” to “Teacher” Ratio at the end of NAP Fiscal Year:	
Percentage Decrease in “Student” to “Teacher” Ratio at the end of NAP FY 2011-2012:	

4. All organizations: Has your organization's NAP project been completed or will be complete by June 30, 2012?

Yes ☐ No ☐

If no, please provide an explanation.

Section C. Contribution Report

1. Did your organization experience any difficulties utilizing your full NAP tax credit allocation?

Yes ☐ No ☐

Please provide an explanation if your organization did not meet the tax credit utilization requirement in any of the four quarters or was de-allocated at any point this fiscal year.

2. NAP Influence on Contributions

Percentage of New Donors: *	
Percentage Increase in Charitable Giving: **	

* Percentage of New Donors: We are looking for the percentage of new donors as a result of your NAP tax credit award. Therefore, you should take the number of people or businesses that have contributed for the first time to your organization in **FY 10-11** due to the fact that they are receiving a tax credit - and divide that number by the overall total number of donors you had in **FY 11-12**.

Formula for Percentage of New Donors: $A = (B / C) \times 100$

A = Percentage of new donors

B = Number of new donors

C = Total number of donors

Example:

Number of new donors (B) = 20

Total number of donors (C) = 200

Percentage of New Donors = $(20 / 200) \times 100$

Percentage of New Donors = 0.1×100

Percentage of New Donors = 10%

** Percentage Increase in Charitable Giving: We are looking for the percentage increase in donations as a result of your NAP tax credit award.

Formula for Percentage Increase in Charitable Giving: $A = ((B - C) / C) \times 100$

A = Percentage Increase in Charitable Giving

B = Total revenue generated through contributions during 2011-2012 FY (NAP and otherwise)

C = Total revenue generated through contributions (NAP and otherwise) during 2011-2012 FY or most recent FY that the organization did not receive NAP tax credits

B minus C = total, Divide that total by C and then multiply by 100 to get a percentage. This will give the total percentage increase in donations as a result of NAP tax credits.

Example:

Total revenue generated through contributions during 2011-2012 FY (B) = \$100,000

Total revenue generated through contributions during 2011-2012 FY (C) = \$90,000

Percentage Increase in Charitable Giving = $(100,000 - \$90,000) / \$90,000$

Percentage Increase in Charitable Giving = $\$10,000 / \$90,000$

Percentage Increase in Charitable Giving = 11.11%